DGS-850-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1167

1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH Information Services Administration - All ISA - DPD Units AGENCY DIVISION			
tem No.	` Description	Retention	
	Supercedes Schedule 794 & 794A		
1	Data Processing Documentation		
	This item is to include all forms of data processing documentation which can consist of a variety of media. More than likely, the media will be of hard copy (paper) variety. However, it is not to exclude documentation stored on magnetic tape, floppy disk, tape recording cassettes or in video tape format.		
	A. JCL Listings		
	These are Job Control Listings from computer operations and reflect input files, programs used, output files and related operational statistics. These listings are required to verify the accuracy of the input-output programs, counts and computer time expenditure for any given run.	Retain in office 3 months retain 15 months in storage, then destroy.	
	B. Procurement Records		
	Signed contracts and proposals from vendors dealing with data processing services/equipment purchases by DHMH. Included also are copies of proposals initiated by the Department with bids from both winning and losing vendors. All documents necessary in the procurement process, including BB-4's, transmittal checklist, bid analysis, justification, Maryland Register notices, etc., are also included.	Retain in office 3 months Retain for 3 years in storage, then destroy.	
!			
	a Approved by Department, or Division Representative Schedule Authorized by Hall of Records Commission		

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1167

PAGE NO. 2 of 3

	m	Description	Retention
	c.	System Documentation Collection of Program Specifications, record layouts, report layouts, file descriptions, CICS (test and production) forms, DP turnaround documents, correspondence, status reports, source code listings, project management reports and all other necessary documents that are designated as	Retain in office 3 months. Retain for 3 years in storage then destroy.
	D.	Miscellaneous Data Processing Records Copies of the Maryland Register published weekly, which includes all award and solicitation notices for all the State agencies. This could include DHMH Security.	Retain in office 3 months. Retain for 3 years in storage, then destroy.
2	This	NTING RECORDS series includes all standard STATE accounting as well as other accounting media which provide rting data for the special and general accounting	
	revis the s the s	es in records format will not necessarily require ion of the retention schedule. However, should cope or content of a records series be altered, chedule may be amended to reflect such changes.	
		agency will use all or some of the following ds which are governed by the indicated retention	
	A. <u>G</u>	emeral Accounting Records Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	B. <u>S</u> j	Reports of audits conducted by the Legislative Auditors	Retain for ten (10) years, then destroy.
		Reports of audits conducted by persons or agencies other than the Legislative Auditors	Retain permanently.
	·	Books of Final Entry - General Ledgers	Retain permanently.

DGS-550-1A

. RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1167

3 of 3

NO. Retention Description No. C. Budget and Fiscal Planning Records Retain for three (3) years and Budget Estimates until all audit requirements Budget Schedule Amendment have been fulfilled, then Materials and Supplies Physical Inventory Report of Fixed Assets destroy. Report of Materials and Supplies Request for Position Action D. Payroll Accounting Records Retain for three (3) years and Employee Roster Card File Payroll and Check Register until all audit requirements Payroll Exceptions Time Report have been fulfilled, then Payroll Transmittals destroy. Payroll Warrants E. Miscellaneous Accounting Records Baux Books, Statements, and Deposit Receipts Retain for three (3) years and Budget Papers and Work Sheets until all audit requirements Cancelled Checks, Check Copies and Check Stubs have been fulfilled, then Delivery Orders and Receipts destroy. Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal) F. Purchasing Records Retain for three (3) years and Actual Emergency and Repairs Report Copy of Contract Awarded until all audit requirements Credit Memorandum have been fulfilled, then Notice of Award of Contract destroy. Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	TE FORM FOR EACH NEW OR D RECORD SERIES. FORWARD ECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY PAGE 1 OF 4	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)				
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
DHMH	Information Ser	rvices Admin.	All ISA - DPD Units	
DEFINITECTION SERIES.		RDS NORMALLY FILED FENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	· ·	TENTION AND DISPOS	B. EARLIEST YEAR/LATEST YEAR	
JCL Listings - Data Processing	Documentation		то	
6. RECORD SERIES DESCRIPTION (BR		E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
JCL Listings These are Job Control Listing programs used, output files a are required to verify the actions.	s from computer	operations and rational statistic	eflect input files, s. These listings	
computer time expenditure for Retain in office 3 months in Retain 15 months, then destro	storage.	•		
O LETTER SIZE O MICROFILM O LEGAL SIZE O COMPUTER TAPE O BOUND BOOK O FLOPPY DISK O RECORD SERIE O ALPHABETI O NUMERICAL XXXCHRONOLOG		CAL by system	O FILE DRAWER(S) O MICROFILM REEL(S) O COMPUTER TAPE(S) Monthly BOXES	
Audio Tape	OTHER(SPECIFY)	CAL	10. ANNUAL ACCUMULATION O FILE DRAWER(S) 72 Boxes O MICROFILM REEL(S)	
			Annually. O OTHER (SPECIFY)	
O DAILY O WEEKLY	Æ MONTHLY	12. FILE BECOME	S INACTIVE AFTER MONTH(S) D YEAR(S)	
O'Conor Building SS Level, SS-4		14. IS RECORD SERIES DUPLICATED ELSEWHERE? IP YES, SPECIFY AGENCY OR OFFICE) I YES NO		
18. ACCESS RESTRICTIONS Q YES (18 YES, CITE LAW(8) & REQULAT	XXNO	16. AUDIT REQUIS	REMENTS ATE DX PEDERAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF IRIEFLY AND DEECRIBE ANY HA XX YES D NO Manually group System name.	POBARE/SOFTWARE)	Retain in office 3 months. In storage for 15 months then destroy.		
13. NAME AND TITLE OF PREPARER Charles J. Bures, Chief	20. TELEPHONE N 225-5084	QAGER	21. DATE June 21, 1988	

DGS \$30-4 (REVISED 2/87)

			/)& /	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE _2_ OF _4_	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
DHMH	Information Se	rvices Admin.	All ISA - DPD Units	
DELIMITAN-VECOMO SEKIES.		rds normally filed Tention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•	TEATTON AND DIDE	B. EARLIEST YEAR/LATEST YEAR	
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	RIKFLY DESCRIBE TO THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES	
Procurement Records	•		fice 3 months. years in storage then destroy.	
Contracts Proposals Request for Proposals (RFPs) Miscellaneous memorandum, correspondence or notes	0			
7. RECORD SERIES FORMAT(S) XXXLETTER SIZE O MICROFILM D LEGAL SIZE O COMPUTER TAPE D BOLIND BOOK O FLOPPY DISK	1	CAL BICAL by system	D FILE DRAWER(S) D MICROFILM REEL(S) COMPUTER TAPE(S) D OTHER(SPECIFY) BOXES QUARTERLY 10. ANNUAL ACCUMULATION D FILE DRAWER(S) 12 boxes D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) annually D OTHER(SPECIFY)	
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13. CURRENT LOCATION(S) (BLDG.,FR O'Conor Building SS Level, SS-4			14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IP YES, SPECIFY AGENCY OR OFFICE) [] YES EXNO	
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				9. NAME AND TITLE OF PREPARER

225-5084

June 21, 1988

Charles J. Bures, Chief

			1	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 3 OF 4	
1. DEFARIMENT/AGENCY	2. DIVISION	i	3. UNIT	
DHMH	Information Ser	rvices Admin.	All ISA - DPD Units	
DEFINIT: ON-RECORD SERIES -A GROUP	OF RELATED RECO	RDS NORMALLY FILE	D AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE		TENTION AND DISPO	S. EARLIEST YEAR/LATEST YEAR	
System Documentation - Data			то	
6. RECORD SERIES DESCRIPTION (THE SERIES.	HE TYPES OF INFORM INCLUDE THE P	MATION/DOCUMENTS/FORMS FOUND URFOSE OR FUNCTION OF THE BEFIES)	
System Documentation	1	, , , , , , , , , , , , , , , , , , , ,		
Program Specifications Record Layouts Report Layouts File Descriptions Data Base Organization CICS - Maps, PCT, TCT's DP Service Request forms DP Turnaround Documents Correspondence	Status Reports Source Code Lis Project Managen	_	Retain in office 3 months. Retain for 3 years in storage then destroy	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	a. Volume	
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D LEGAL SIZE D COMPUTER TAPE				
G BOLND BOOK G FLOPPY DISK			OTHER(SPECIFY)	
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O OTHER(SPECIFY)			10. ANNUAL ACCUMULATION	
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17. IS AN INDEX SYSTEM USED? (1F ERIEFLY AND DESCRIBE ANY HA		18. RECOMENDE	P RETENTION	
Manually grouped by system name.		Retain in office 3 months, in storage for 3 years, then destroy.		
. NAME AND TITLE OF PREPARER				
Charles J. Bures, Chief	20. TELEPHONE N 225-5084	· ·	21. DATE June 21. 1988	

DGS 550-4 (REVISED 2/87)

DOES 150-1 JESSEP MANYLAND 20794 PACK TO THE PARKET	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAG	GENERAL SERVICES EMENT DIVISION ERLOO ROAD BOX 278	AGENCY RECORDS INVENTORY	
DEFINITION -RECORD SERIES. A GROUP OF MELATIO RECORDS NORMALLY FILE AND USED AS A UNIT FOR REFERENCE AS WELL AS METENTION AND DIFFOSITION FURPERS. 4. RECORD SERIES TITLE Miscellaneous Data Processing Documentation - DP Documentation FOR RECORD SERIES DESCRIPTION THE PRESENT THE TYPES OF IMPORTANTION/DOCUMENTS/POWER FOUND IN THE SERIES. Reports of Audits Retain in office 3 months. Retai	(DGS #50-1)	T		PAGE 4 OF 4	
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4. RECORD SERIES TITLE 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LAYEST YEAR SISCELLAGE PROCESSING DOCUMENTATION - DP DOCUMENTATION DOCUMENTS/FORMS POUND SISCELLAGE PROCESSING RECORDS Miscellaneous Data Processing Records Reports of Audits Vendor Protests Correspondence Miscellaneous Reports or Memozandum Security 7. RECORD SERIES FORMAT(S) O LEGAL SIZE O COMPUTER TAPE O BEIND BOOK O FLOPPY DISK O ALDIO TAPE O VIDEO TAPE O OTHER (SPECIFY) O THER (SPECIFY) O THER (SPECIFY) O THER (SPECIFY) II. FILE IS USED O ADAILY O MEEDILY MISCELLAGE System Name and Date 11. FILE USED O CORPUTER TAPE(S) SYSTEM NAME AND MERCIFE DURANTS O TRANSPORT OF MEMOZANDE 12. FILE BECOMES INACTIVE AFTER NUMBER O OTHER (SPECIFY) O COMPUTER TAPE(S) ANNUAL ACCUMENTATION O THER SPECIFY II. FILE IS USED O COMPUTER TAPE(S) ANNUAL ACCUMENTATION O THERE OF OTHER (SPECIFY) II. FILE IS USED O COMPUTER TAPE(S) ANNUAL ACCUMENTATION O THERE OF OTHER (SPECIFY) II. FILE BECOMES INACTIVE AFTER NUMBER O OTHER (SPECIFY) II. IS RECOMES INACTIVE AFTER NUMBER (SPECIFY AGENCY ON OFFICE) O YEAR SHOW (IF YES, CITE LAW(S) & RESULTION(S) II. AN NORM SYSTEM USED) (IF YES. EXPLAIM SHIEFLY AND DESCRIBE ANY MANDBARE/SOFTWARE) BYES O NO Manually grouped by date. 11. RECORD SERIES DUPLICATED ELSCHERT II. RECORD SERIES DUPLICATED INDEPENDENT 12. IS AN INDEX SYSTEM USED) (IF YES. EXPLAIM SHIEFLY AND DESCRIBE ANY MANDBARE/SOFTWARE) BYES O NO Manually grouped by date.					
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RECOMMENDED RETENTION Retain in office 3 months, in storage for 3 years, then destroy.					
19 NAME AND TITLE OF EDERATED	FRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		Retain in office 3 months, in storage		
	A NAME AND THE OF THE OF				

225-5084

Charles J. Bures, Chief

DGS \$50-4 (REVISED 2/87)

June 21, 1988